

The CURE

Contract User's Resource for Excellence

The "CURE" is a quarterly newsletter of the State Controller's Office

Volume 11, Issue 2

May 2005

News From The SCO A State Controller's Office Update

CCIT MEETING

The May CCIT (Colorado Contract Improvement Team) meeting will be held on Wednesday, May 25th from 9:00 a.m. - 12:00 noon at the Denver National Guard Armory. The address is 5275 Franklin Street, Denver (please see page 3 for directions). If you have questions about the meeting, please call Yvonne Anderson at (303) 866-2862.

An agenda is included on page 5.

What's Inside this
Issue

—Recent revisions to the Colorado Contract Manual specifically Chapter 6 and Appendix A (see page 4).

E-MAIL ADDRESS CHANGES

To make sure you do not miss an issue of the CURE or other important state contract information be sure that you keep your e-mail address current by sending changes to Kevin in the SCO CCU at:
kevin.cruise@state.co.us

Central Approvers Names and Numbers

NAME	PHONE #	FAX #
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Department of Personnel & Administration (DPA)

State Controller's Office (SCO)

Central Contract Unit:	Phone Number	Fax Number
Phil Holtmann	303-866-3809	303-866-4233
Yvonne Anderson	303-866-2862	303-866-4233

Routing, Distribution and E-mail Updates:

Kevin Cruise	303-866-2127	303-866-3569
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Human Resource Services (DPA/HRS)

Personal Services Review Program:

Joi Simpson	303-866-5496	303-866-2458
Don Fowler	303-866-4250	303-866-2458

State Buildings and Real Estate Programs

Larry Friedberg	303-866-3079	
Dana Stansbury	303-866-6141	303-894-7478

Clark Bolser (REP)	303-866-4759	303-866-2201
Mike Karbach	303-866-4564	303-866-2201

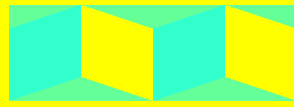
State Purchasing (SPO)

Monica Rahman	303-866-6155	303-894-7440
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Office of the Attorney General (AGO)

Bea Pagette	303-866-5227	303-866-4139
Heidi Dineen	303-866-5437	303-866-4139
Linda Shubow	303-866-5027	303-866-4139
Meg Whitelaw	303-866-3376	303-866-4139

Tracy Kinsella (CDOT Attorney)	303-866-5052	
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An Important Note from the Personal Services Program -

**By Joi Simpson, Program Coordinator
May 2005**

Training

The PCP Personal Services Contracts Training schedule has recently been updated for May and June of 2005. Division of Human Resources (DHR) offers two levels of training, Level I and Level II. Both are required for HR professionals seeking certification. The following is a brief description of the courses and class schedule.

Level I is basic training on personal services contracts. Topics include what you need to know to begin reviewing personal service contracts, the requirements for HR professionals, an overview of applicable statutes and Director's Administrative Procedures, flow charts of the personal services contract review process, and the basics for determining independent contractor status. The course lasts approximately 8 hours.

Class is scheduled for **Wednesday, June 1, 2005** 8:30 a.m. to 4:30 p.m.

Level II is advanced training focused on the required elements of the cost comparison and completion of the cost comparison form, as well as the appropriate application of statutes and Director's Administrative Procedures. The course lasts approximately 6 hours.

Class is scheduled for **Wednesday, June 8, 2005** 9:00 a.m. to 3:00 p.m.

All classes will be held at the Centennial Building, 1313 Sherman Street, Room 220, in Denver.

Please contact Judi Karg at judi.karg@state.co.us or 303-866-2391 to reserve a space. Seats are limited and will be reserved on a first come, first served basis.

Changes to Chapter 10

DHR recently rewrote the Director's Administrative Procedures, Chapter 10. These changes will have a significant impact on how personal services contracts will be processed in the future. The rule changes are scheduled to become effective July 1, 2005. DHR is working on updating all technical assistance and personal services related forms. Further communication and training sessions on these changes will be published in the very near future.

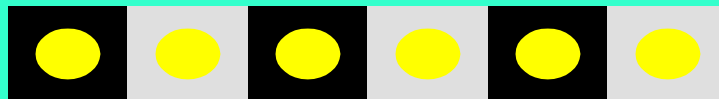
In the mean time, if you have questions please contact Joi E. Simpson, Program Coordinator at 303.866.5496 or joi.simpson@state.co.us.

DIRECTIONS TO THE DENVER NATIONAL GUARD ARMORY

From 1-70 —Washington Street to Exit 54th (Corvette Connection on the right) to the end of the street and turn right onto Franklin then right again a couple of blocks to the Armory (you can't miss the tank on the lawn). Go right to the end of the street to the parking lot and navigate the barriers (they are security devices). Park anywhere in the lot and come into the auditorium at the front of the building.

From North 1-25—Exit at 58th and go to Franklin, right on Franklin to the Armory (just beyond 54th), you can't miss the tank on the lawn. Go right to the end of the street to the parking lot and navigate the barriers (they are security devices). Park anywhere in the lot and come into the auditorium at the front of the building.

From Downtown—Broadway/Brighton Blvd to 38th (Pepsi Plant) turn left at 38th and follow around to Washington, under I-70 and then to 54th (Corvette Connection on right), turn right and go to the end of the street to Franklin, right again a couple of blocks to the Armory. Go right to the end of the street to the parking lot and navigate the barriers. They are security devices. Park anywhere in the lot and come into the auditorium at the front of the building.



IMPORTANT REMINDERS...

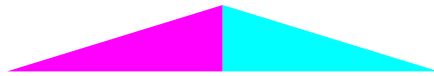
Colorado Contract Procedures & Management Manual

Please remember that Chapter 6 and Appendix A of the Contract Manual was recently updated and does include changes to the insurance provisions and dollar thresholds. All those currently on the CCIT group email list were forwarded this information in early April 2005. If you are not set up on our email list, please contact Kevin Cruise in the SCO.

Note that all State Controller contract policies, the Fiscal Rules (specifically 2-2, 3-1 & 4-1) and the most current version of Contract Manual are conveniently located on the SCO website (www.sco.state.co.us). All contract, financial and purchasing personnel are encouraged to review these documents. If you need assistance or have questions, please feel free to call Phil Holtmann at 303.866.3809 or Yvonne Anderson at 303. 866.2862.

STATEWIDE CONTRACT TRAINING

The new & improved statewide contract training class was launched in October and is held on a monthly basis. The training is a one day class—cost is \$25.00 (to cover materials). **All contract, purchasing and financial personnel** are highly encouraged to attend. So... if you are new to the state system or you are in need of a refresher course, please sign up today. Classes are on-going. For more information, please call Brad Mallon @ 303.866..4265 or Carolyn Gable @ 303.866.2439.



CCIT (Colorado Contract Improvement Team) Meeting

Wednesday, May 25, 2005

Denver National Guard Armory

Agenda

9:00 — 9:10 amWelcome.....

Richard Pennington, SCO

PROJECT RISK TRAINING SUMMARY

Dr. Dan Price is a certified project manager with the Project Management Institute and will be training on project risk and the categories of risk, the potential impacts, and the probability of events occurring. Dr. Price has 30 years of experience in leadership and management issues. This is a two hour presentation and will include 2 CLE credits.

9:10—10:00 amRISK TRAINING.....

10:00—10:15 am **B - - -R - - -E - - -A - - -K**

10:15—11:00 amRisk Training cont.....

11:00—11:40 amPanel Discussion on State Risk Issues.....

The State's Contract Attorneys, AG's Office

11:40—Noon Other Business

